

C. I. G.

Administrative Instructions

Approved for Release 2011/08/02 : CIA-RDP81-00720R000100010000-4



1 of 1

RESTRICTED

STATINTL

CENTRAL INTELLIGENCE GROUP
Washington, D. C.*File**4 sec*
*16 June 1947*MEMORANDUM
NUMBER [REDACTED]

SUBJECT: Policy on Promotions of Civilian Employees in CIG

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. There is hereby established within CIG a promotion policy to cover promotion actions for all civilian personnel paid from vouchered funds.
2. CIG employees will be promoted within the agency to advanced grades when such vacancies occur, subject to the following conditions:
 - (a) A vacant position of a higher classification must exist.
 - (b) The individual must meet qualification requirements of the position for which he is being recommended in accordance with the standards established by the Civil Service Commission or by CIG.
 - (c) Promotions of more than one grade higher than the grade held by employee at the time of recommendation are not to be recommended.
 - (d) The following table specifies the time in grade requirements to be met prior to the initiation of action recommending a promotion:

P	SP	CAF	CPC	TIME IN GRADE
	1	1	1	
	2	2	2	
	3	3	3	3 Months
	4		4	
	5	4	5	
1	6	5	6	6 Months
	7	6	7	
2	8	7	8	9 Months
		8	9	
			10	
3		9		12 months
		10		"
4		11		18 15 months
5		12		"
6		13		21 "
7		14		24 "

(1418)


- 2 -

029 029
3. Recommendations for promotions will include a statement that the requirements set forth in paragraph 2 of this memorandum have been met.

4. No exceptions to the provisions of this memorandum will be granted without the specific written approval of the Director of Central Intelligence.

5. This memorandum does not pertain to within grade promotions which will be made as provided for in Section 402 of the Federal Employees Pay Act of 1947. Such promotions will be automatic as required by law.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Executive for Personnel
and Administration

STATINTL

ATTACHMENTS: None

DISTRIBUTION: A

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

4 December 1947

STATINTL

SUBJECT: Promotion of Civilian Employees Paid from Vouchered Funds
(Adminis. Instruction [REDACTED] dated 16 June 1947 is rescinded)

1. Civilian employees may be promoted to higher classification grades within this agency subject to:

- a. Existence of a suitable vacancy.
- b. Complete qualification of the individual for the vacancy in accordance with established standards, including background of education, experience, and personal achievement.
- c. Promotion normally being for one grade only, except where no intermediate grade has been established.
- d. (1) A "Very Good" or "Excellent" efficiency rating for a period of six months immediately preceding the date of recommendation for promotion.
- (2) Promotion to grades P-7 and P-8 or their equivalents will require an "Excellent" rating for twelve months immediately preceding the date of recommendation for promotion.

2. a. Particular consideration will be given by recommending and approving authorities to:

(1) Demonstrated ability by actual performance, in a very good or better manner, of the duties of the grade and position for which recommended.

(2) A previous record of steady advancement or achievement sufficient to avoid the implication of too rapid advancement, particularly to the higher grades and responsible supervisory or key technical positions.

b. Each individual case will be decided separately on its own merits after full consideration of all factors which may affect it.

3. Each Assistant Director and Staff Head should establish and administer an internal policy on which to base his recommendations for promotion, based on:

a. Personal knowledge of the capabilities of all individuals under his jurisdiction.

b. Primary opportunity for advancement of individuals currently employed. Length of service with CIA should be given special consideration where warranted.

(3768)

RESTRICTED

RESTRICTED

-2-


c. Stimulation of a competitive spirit on the part of employees of equal grade and responsibilities to qualify for promotion on a basis of comparative productive efficiency and supervisory ability.

d. Office-wide control to avoid, where possible, restricting promotion opportunities to a narrow field.

4. After considering all factors indicated above, the recommending and approving authorities will use the following table as a general guide in determining appropriate time in grade qualifications of the individual concerned:

P	SP	CAF	CPC	TIME IN GRADE
	1	1	1	
	2	2	2	
	3	3	3	3 Months
	4		4	
	5	4	5	
1	6	5	6	6 Months
	7	6	7	
2	8	7	8	
		8	9	9 Months
			10	
3		9		12 Months
		10		
4		11		15 Months
5		12		18 Months
6		13		21 Months
7		14		24 Months

STATINTL


 R. H. HILLENKOETTER
 Rear Admiral, USN
 Director of Central Intelligence

DISTRIBUTION: A

RESTRICTED

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Rescinded by
AI [redacted]
8/17/48

4 December 1947

STATINTL

STATINTL

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER [redacted]

SUBJECT: Promotion of Civilian Employees Paid from Vouchered Funds
(Adminis. Instruction [redacted] dated 16 June 1947 is rescinded)

1. Civilian employees may be promoted to higher classification grades within this agency subject to:

- a. Existence of a suitable vacancy.
- b. Complete qualification of the individual for the vacancy in accordance with established standards, including background of education, experience, and personal achievement.
- c. Promotion normally being for one grade only, except where no intermediate grade has been established.
- d. (1) A "Very Good" or "Excellent" efficiency rating for a period of six months immediately preceding the date of recommendation for promotion.
(2) Promotion to grades P-7 and P-8 or their equivalents will require an "Excellent" rating for twelve months immediately preceding the date of recommendation for promotion.

2. a. Particular consideration will be given by recommending and approving authorities to:

- (1) Demonstrated ability by actual performance, in a very good or better manner, of the duties of the grade and position for which recommended.
- (2) A previous record of steady advancement or achievement sufficient to avoid the implication of too rapid advancement, particularly to the higher grades and responsible supervisory or key technical positions.

b. Each individual case will be decided separately on its own merits after full consideration of all factors which may affect it.

3. Each Assistant Director and Staff Head should establish and administer an internal policy on which to base his recommendations for promotion, based on:

- a. Personal knowledge of the capabilities of all individuals under his jurisdiction.
- b. Primary opportunity for advancement of individuals currently employed. Length of service with CIA should be given special consideration where warranted.

(J760)

RESTRICTED

RESTRICTED

-2-

c. Stimulation of a competitive spirit on the part of employees of equal grade and responsibilities to qualify for promotion on a basis of comparative productive efficiency and supervisory ability.

d. Office-wide control to avoid, where possible, restricting promotion opportunities to a narrow field.

4. After considering all factors indicated above, the recommending and approving authorities will use the following table as a general guide in determining appropriate time in grade qualifications of the individual concerned:

P	SP	CAF	CPC	TIME IN GRADE
	1	1	1	
	2	2	2	
	3	3	3	3 Months
	4		4	
1	5	4	5	6 Months
	6	5	6	
2	7	6	7	9 Months
	8	7	8	
		8	9	
			10	
3		9		12 Months
		10		
4		11		15 Months
5		12		18 Months
6		13		21 Months
7		14		24 Months

STATINTL

M. H. HILLENKOTTER
Rear Admiral, USN
Director of Central Intelligence

DISTRIBUTION: A

RESTRICTED

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Rescinded by
AI [redacted]

STATINTL

STATINTL ADMINISTRATIVE INSTRUCTION
NUMBER [redacted]

4 December 1947

8/17/48

STATINTL SUBJECT: Promotion of Civilian Employees Paid from Vouchered Funds
(Adminis. Instruction [redacted] dated 16 June 1947 is rescinded)

1. Civilian employees may be promoted to higher classification grades within this agency subject to:

- a. Existence of a suitable vacancy.
- b. Complete qualification of the individual for the vacancy in accordance with established standards, including background of education, experience, and personal achievement.
- c. Promotion normally being for one grade only, except where no intermediate grade has been established.
- d. (1) A "Very Good" or "Excellent" efficiency rating for a period of six months immediately preceding the date of recommendation for promotion.
(2) Promotion to grades P-7 and P-8 or their equivalents will require an "Excellent" rating for twelve months immediately preceding the date of recommendation for promotion.

2. a. Particular consideration will be given by recommending and approving authorities to:

(1) Demonstrated ability by actual performance, in a very good or better manner, of the duties of the grade and position for which recommended.

(2) A previous record of steady advancement or achievement sufficient to avoid the implication of too rapid advancement, particularly to the higher grades and responsible supervisory or key technical positions.

b. Each individual case will be decided separately on its own merits after full consideration of all factors which may affect it.

3. Each Assistant Director and Staff Head should establish and administer an internal policy on which to base his recommendations for promotion, based on:

a. Personal knowledge of the capabilities of all individuals under his jurisdiction.

b. Primary opportunity for advancement of individuals currently employed. Length of service with CIA should be given special consideration where warranted.

(3768)

RESTRICTED

RESTRICTED

-2-


c. Stimulation of a competitive spirit on the part of employees of equal grade and responsibilities to qualify for promotion on a basis of comparative productive efficiency and supervisory ability.

d. Office-wide control to avoid, where possible, restricting promotion opportunities to a narrow field.

4. After considering all factors indicated above, the recommending and approving authorities will use the following table as a general guide in determining appropriate time in grade qualifications of the individual concerned:

P	SP	CAF	CPC	TIME IN GRADE
	1	1	1	
	2	2	2	
	3	3	3	3 Months
	4		4	
	5	4	5	
1	6	5	6	6 Months
	7	6	7	
2	8	7	8	9 Months
		8	9	
			10	
3		9		12 Months
		10		
4		11		15 Months
5		12		18 Months
6		13		21 Months
7		14		24 Months

STATINTL


 R. H. HILLENKOETTER
 Rear Admiral, USN
 Director of Central Intelligence

DISTRIBUTION: A

RESTRICTED

CENTRAL INTELLIGENCE GROUP
Washington, D. C.STATINTL
STATINTL
STATINTLMEMORANDUM
NUMBER [REDACTED]

AI

16 June 1947

AI

8/17/48

SUBJECT: Policy on Promotions of Civilian Employees in CIG

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. There is hereby established within CIG a promotion policy to cover promotion actions for all civilian personnel paid from vouchered funds.
2. CIG employees will be promoted within the agency to advanced grades when such vacancies occur, subject to the following conditions:
 - (a) A vacant position of a higher classification must exist.
 - (b) The individual must meet qualification requirements of the position for which he is being recommended in accordance with the standards established by the Civil Service Commission or by CIG.
 - (c) Promotions of more than one grade higher than the grade held by employee at the time of recommendation are not to be recommended.
 - (d) The following table specifies the time in grade requirements to be met prior to the initiation of action recommending a promotion:

P	SF	CAF	CPC	TIME IN GRADE
	1	1	1	
	2	2	2	
	3	3	3	3 Months
	4		4	
	5	4	5	
1	6	5	6	6 Months
	7	6	7	
2	8	7	8	
		8	9	9 Months
			10	
3		9		
		10		
4		11		
5		12		12 Months
6		13		
7		14		


(1418)

- 2 -

3. Recommendations for promotions will include a statement that the requirements set forth in paragraph 2 of this memorandum have been met.
4. No exceptions to the provisions of this memorandum will be granted without the specific written approval of the Director of Central Intelligence.
5. This memorandum does not pertain to within grade promotions which will be made as provided for in Section 402 of the Federal Employees Pay Act of 1947. Such promotions will be automatic as required by law.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A